

- Fiscal file
3 December 1951

MEMORANDUM FOR: Chief, Accounting Branch
Chief, Claims Branch
Chief, Travel Branch
Chief, Payroll Branch
Chief, Fiscal Processing Branch

FROM : Chief, Fiscal Division

SUBJECT : Arrangements for picking up Treasury Checks

1. There follows the procedure to be employed in requesting check pick-up service at the Treasury Department:

a. The Designated Agent, should be notified when checks are to be picked up and given appropriate identifying information.

STAT

b. The regular run to Treasury is made each regular work day between the hours of 3:00 P.M. and 4:00 P.M.

c. Special arrangements, where absolutely necessary, should be made with the Designated Agent for extra or special runs to Treasury.

STAT

001

Document No. _____
No Change in Class. ☒
☐ Declassified
Class. Charged To: TS S S
Auth.: NS 78-2
Date: 26 OCT 1978

STAT